



# Chicago Metropolitan Agency for Planning

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## **Policy & Programming Policy Intern (POLNP2016) March 23, 2016**

**Job Category:** Policy Intern – Next Plan  
**Experience Required:** Current Enrollment in Graduate Program  
**Salary Range:** \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a policy intern in the Policy & Programming Division. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

### **Policy Intern Position Description**

The next plan intern will conduct research and analysis on topics related to the next plan as well as assist with developing policy updates, memos, reports, and other products as appropriate to assist next plan work. Across these projects and tasks, the intern will be expected to emphasize the recommendations of GO TO 2040 and possible recommendations for the next plan. The ideal candidate for this internship will have strengths in managing research and collecting and analyzing data. Candidates should also demonstrate interest in and a base of knowledge about public policy or planning topics.

### **Responsibilities**

- Assist with research and analysis of topics such as state and local public finance, government consolidation, infrastructure planning, and tax policy.
- Assist with data collection, processing, and analysis of tax revenue data, transportation finance data, community staffing and revenue metrics, and regional demographic and socioeconomic data.
- Assist with writing policy updates and memos that explain data trends and the potential impacts of changes in federal, state, or local public policy.

### **Knowledge, Skills, and Abilities**

- Strong writing skills and the ability to communicate effectively on issues of public policy and planning.
- Excellent data management skills and the ability to collect, manipulate, and analyze large data sources in spreadsheets and databases, as well as the ability to generate findings from these data and present results.
- Geographic information systems (GIS) knowledge is required.

- Demonstrated ability to independently complete research projects that are factual, original, and compelling.
- A demonstrated interest in the intersection of public policy and planning; the connections between transportation, freight, development, and the metropolitan economy.

**Education and Experience**

- Applicants should be enrolled in a Master's program in Public Policy, Planning, Economics, Public Administration or a related field.
- Ability to work effectively in an environment using Microsoft Windows and Microsoft Office products, with adaptability to other software.
- Demonstrated skills with microcomputer databases, spreadsheets, and ArcGIS or similar spatial analysis tools.

**Internship Timeframe**

Depending on the student's availability, this is a full-time summer position beginning in May or June 2016. It could potentially continue into the 2016-17 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

**Contact Information**

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (POLNP2016)**.

**Posting End Date**

This posting will close on April 23, 2016. All applications must be completed and submitted within the 30-day timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*